

EMPLOYMENT AND TRANSITION CALENDAR OF ACTIVITIES

April May June

All classes are held in the Community Support Center, Building 1520. All services require prior appointments and registration. All services are available to Army, Navy, Air Force, and Marines. Point of contact to register is 301-619-4524.

I. TRANSITION SERVICES (ACAP) for Military Separating Within One Year

ACAP Briefing (Mandatory) and Individual Transition Planning

7, 21 April 5, 19 May 2, 16, 30 June
1300-1530

For all transitioning military personnel. Includes completion of mandatory Preseparation Counseling Checklist, DD Form 2648; scheduling appointments for applicable transition services and administering intake for Individual Transition Planning.

Career Assessment

3, 10, 17, 24 April 1, 8, 15, 22, 29 May 5, 12, 19, 26 June
0900-1600 Thursdays 1 hour appointments Room 128

Professional guidance in assessing job skills, interest values, and personality types. May be administrated electronically and used as a tool in career decision making and identifying suitable job matches. For military personnel, civilians, and family members.

Job Search and Transition Workshop

17-18 April 24-25 April 15-16 May 19-20 June
0800-1600 3rd Thursday and Friday

For separating military personnel, civilians, and family members. Two days intensive training in job searching skills and facing issues of transition and career assessments. Includes mock interviews, resume writing, networking, salary negotiations, and the electronic job search.

Preretirement Briefing and Executive Career Transition Seminars for Seniors (Mandatory)

14-16 May
0830-1500 Three times a year

Exit briefings on benefits and entitlements from various subject matter experts and referral sources.

VA (Veterans Administration) Consultation

1, 16 April 1, 14, 29 May 18 June
0800-1130, 1300-1600 Registration required

For separating military and retirees. Individualized counseling and guidance in obtaining benefits and administration of application process for loans and entitlements.

Preseparation Briefing (Mandatory)

16 April 18 June

0800-1600

Three times a year

Exit briefings on benefits and entitlements from various subject matter experts and referral sources. Only for ETS'ing military personnel.

II. Employment Assistance for Family Members, Military, and Civilians

Career Job Search Counseling

1, 8, 15, 22, 29 April 6, 13, 20, 27 May 3, 10, 17, 24 June

0900-1600

Tuesdays

1 hour appointments

For military personnel and family members needing individualized professional assistance in developing job search skills and career assessment for pursuit of suitable careers; dealing with barriers to employment, effects of career change, relocating and transition issues, or unexpected loss of job.

Resume Workshop and Individual Assistance

2, 9, 16, 23, 30 April 7, 14, 21, 28 May 4, 11, 18, 25 June

0900-1200 (workshop) 1300-1500 (individual assistance, 1 hour appointments)

For military, family members, and civilians. A two-hour workshop leading to individualized professional assistance in preparation, editing, and development of various types of resumes customized to meet employment requirements. Includes traditional and electronic type resume. **Every Wednesday**

Effective Job Interviewing

4, 11, 25 April 2, 9, 30 May 6, 13, 27 June

0900-1200 (workshop) 1330-1530 (individual assistance, 1 hour appointments)

A two part training on preparing for a job interview. This class will help the job seeker anticipate what interviewers are looking for and to plan ahead and avoid common mistakes in the interview process. Video recorded mock interview may be requested.

Employer Forum

April May June

An opportunity to gain insight on career opportunities from selected group of companies who are likely to hire military specialties and qualified family members. Company, date, and time will be advertised.

Spouse Career Development Seminar

9 April 14 May 11 June

1000-1500

2nd Wednesday

For military spouses needing assistance in jump starting their careers. Includes information and training to enhance personal and professional self while maintaining a military lifestyle or while career is on hold.

III. CA Studies Training Support for Federal Employees

Federal Job Application

11 April 5 September
0800 - 1600 Friday

Provides seven hours of training on how to prepare a Resumix, SF 171, OF 612, and other on-line process. Enables a participant to complete federal application process. Includes basic guidelines in resume preparation, review and edit drafts, and provide individualized coaching.

CA Studies Transition Workshop – OF 612 Preparation

TBA Twice A Month

Provides information on various phases of transition; and guidelines on how to deal with arising issues of job loss, Reduction In Force (RIF) process, or “bumping”. Assistance in completing the OF 612 is provided. Pre-class assignment is required.

On line Registration is preferred at www.detrick.army.mil. Select "Services". Click on "Employment and Transition" Register on line. We will confirm registration and appointments within two working days.